Aoyama, Joyce

From: Aoyama, Joyce

Sent: Wednesday, June 25, 2014 2:51 PM

To:Vaupel, ClaudiaCc:Kahlo, Meaghan

Subject: RE: A few questions about schedule 218 records

Claudia,

If you would like, I can create a records series in Versatile for you. If you don't plan on sending them to the CRC, you don't need to create files for them. We can offer to import them into Versatile if you have a spreadsheet with the needed information.

I could make the annual file job easier if you process them this way. The other option is to list them all out at the end when it's time for destruction. I hope that makes sense. I'm cc'ing Meaghan since I'll be out of the office from tomorrow, returning on the 7th. Thanks!

Thank you,

Joyce Aoyama Regional Records Manager ASRC Primus Solutions U.S. EPA-Region 10, CON-078 (206) 553-2595 voice; (206) 553-0714 fax

From: Vaupel, Claudia

Sent: Wednesday, June 25, 2014 1:53 PM

To: Aoyama, Joyce

Subject: A few questions about schedule 218 records

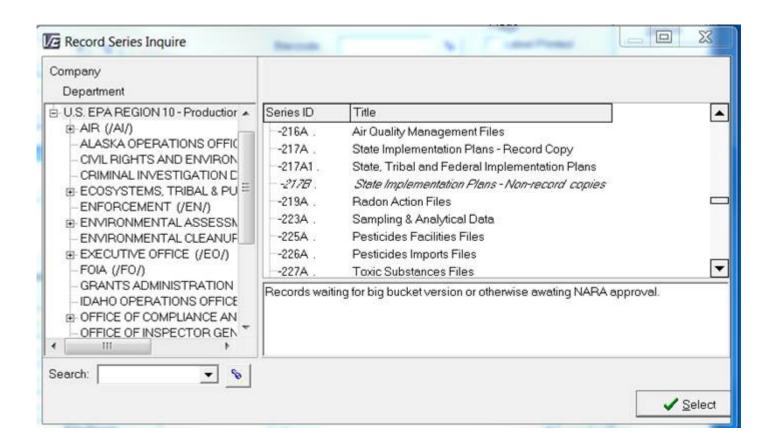
Hi Joyce,

I have some transportation conformity related documents and they fall under EPA Records Schedule 218, which has a 4-year retention schedule. I was thinking that I should create a Versatile label for them. Do I need to do that? If not, no more questions and thanks!

If so, what should I select for the series ID because 218 isn't an option in the drop down menu (see below)?

These are documents that come in regularly, so I was thinking that I would have annual files and then destroy the file every 4 years. Does that sound OK?

Thanks, Claudia



Claudia Vergnani Vaupel EPA Region 10 Air Planning Unit 206-553-6121